

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Block Planning - FBIS/DDS&T

FROM:

OL/NBPO
4E50 Hqs

EXTENSION

NO.

DATE

06 JAN 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

C/SB/FBIS
203 Key

Compiling the needed information should take a week to two weeks. Please keep me advised as to your progress.

If you have any questions or need assistance please call me on extension [redacted]

CLASSIFIED ATTACHMENT

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05 JAN 1984

MEMORANDUM FOR THE RECORD

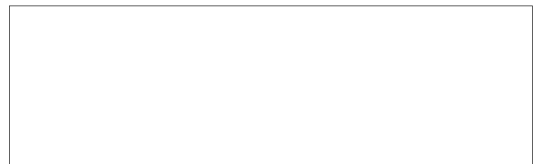
SUBJECT: Block Planning - FBIS/DDS&T Space Requirements

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On 30 December 1983, [] Chief, SB, Foreign Broadcast Information Service (FBIS), met with the undersigned to review the New Building Project Office computer run of FBIS space requirements. The following information is needed from FBIS:

1. Updated personnel figures.
 2. Note any organizational changes.
 3. Special Space:
 - Presently the computer run lists all the Special Space together. We need to know which Division/Branch is responsible for the space.
 - Listed under OTHER SPACE is an electronic lab and an electronic workshop. We need to know if there are any special electrical requirements for this space or is standard power sufficient?
 - Are there any people who sit in these Special Spaces? If so, their division/branch and grade are needed.
 4. FBIS/AG has a 2,000 square foot storage room.
 - Is this one space or is it broken into different areas?
 - What type of materials are stored?
- FBIS/AG has a 5,500 square foot file room.
- What type of file storage cabinets will you be using, i.e. standard conservafiles, electronic files, or other?

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SUBJECT: Block Planning - FBIS/DDS&T Space Requirements

- The height and any special requirements for these files is needed if other than the standard conservavile.
 - Are there any people who sit in this space? If so, their division/branch and grade are needed.
5. FBIS/OPSDR/WSS has a 1,500 square foot computer room.
- It is assumed that this is one open space with a wireroom located within. How many square feet are in the wireroom?
 - What type of computer equipment is supported in this room?
 - Is this a 24-hour operation?
 - listed on the computer run who will be working within this space. Their division/branch and grade are needed.
6. FBIS/PGJPR office space
- Verify this information. Are these people part of the transfer of JPRS to P&PD?
7. Are there any unique needs FBIS has which might necessitate their location within the new building, such as a need to be located near a freight elevator or some other component?

New Building Project Office
Office of Logistics

OL/NBPO

(04 Jan 84)

Distribution:

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1 - C/SB/FBIS

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